

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**SINGLE MEMBER LIMITED LIABILITY COMPANY**  
**REQUEST FOR DEPARTMENT IDENTIFICATION NUMBER (DIN)**

FOR DRA USE ONLY

INSTRUCTIONS

<b>WHO MUST FILE</b>	All <b>Single</b> Member Limited Liability Companies (SMLLC)
<b>PURPOSE</b>	To obtain an identifying number which is required to file NH tax related documents. SMLLC's are required by NH Law to file a separate entity tax return even though the SMLLC does NOT file a separate federal tax return. A New Hampshire Department of Revenue Administration assigned number, Department Identification Number (DIN), is necessary in order to process all tax related documents for a SMLLC.
<b>WHEN TO FILE</b>	This form must be filed at least 30 days prior to the due date of your first business tax document. Any changes in the registration information must be provided to the Department at least 30 days prior to the change.
<b>WHERE TO FILE</b>	NH Department of Revenue Administration Document Processing Division PO Box 637 Concord NH 03302-0637 <b>FACSIMILE DOCUMENTS ARE NOT ACCEPTED</b>
<b>NEED HELP</b>	Call the Department of Revenue Administration, Document Processing Division at (603) 271-2186. Individuals with hearing or speech impairments may call TDD Access: Relay NH 1-800-735-2964.

SMLLC ENTITY INFORMATION

SMLLC NAME	<div>FOR DRA USE ONLY</div> <div><b>DIN</b></div>
SMLLC NUMBER & STREET ADDRESS	
ADDRESS (continued)	
SMLLC CITY/TOWN, STATE & ZIP CODE	

**ALL SMLLC's MUST USE THE DEPARTMENT IDENTIFICATION NUMBER WHEN FILING ANY AND ALL TAX RELATED DOCUMENTS.**  
Your Department assigned number shall be used in place of the member's federal employer identification number. When filing all future documents, the Department Identification Number shall be entered wherever federal employer identification numbers or social security numbers are required.

SMLLC MEMBER INFORMATION

MEMBER'S SSN OR FEIN:

SMLLC MEMBER NAME	MEMBER'S SSN
SMLLC NUMBER & STREET ADDRESS	MEMBER'S FEIN
ADDRESS (continued)	
SMLLC MEMBER CITY/TOWN, STATE & ZIP CODE	

ENTITY TYPE: ☐ ① Proprietorship ☐ ② Corporation/Combined Group ☐ ③ Partnership ☐ ④ Fiduciary

☐ Yes, for federal income tax purposes, the income of the SMLLC will be reported on the tax return of the member as listed above.  
☐ No, for federal income tax purposes, the income of the SMLLC will NOT be reported on the tax return of the member as listed above. The income will be reported on the tax return for:

MEMBER'S SSN OR FEIN:

NAME	MEMBER'S SSN
NUMBER & STREET ADDRESS	MEMBER'S FEIN
ADDRESS (continued)	
CITY/TOWN, STATE & ZIP CODE	

Under penalties as provided by law, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct and complete.

FOR DRA USE ONLY

SIGNATURE (IN INK) OF APPLICANT (Proprietor or Partner)

DATE

SIGNATURE (IN INK) OF OFFICER OF CORPORATION IF OTHER THAN OWNER

DATE

TITLE

MAIL  
TO:

NH DEPT OF REVENUE ADMINISTRATION  
DOCUMENT PROCESSING DIVISION  
PO BOX 637  
CONCORD NH 03302-0637